

For example, say you started working for Megan at 9:00 AM. You helped her until 10:05 AM. You left to run an errand, came back at 11:15 AM, and stayed until 12:30 PM. You would enter one line for each time you were providing services as shown below.

Fri	0	9	:	0	0	AM	PM	1	0	:	0	5	AM	PM
	1	1	:	1	5	AM	PM	1	2	:	3	0	AM	PM

Other Rules:

- Fill in the timesheet clearly. The participant/employer will need to be able to read the timesheet clearly or your payment may be delayed.
- Fill in all the required fields. You will not be paid unless all of the fields are filled in.
- Use dark ink.
- Use separate timesheets for different participants.
- Do not round time. Write the exact time. Our systems will round your time for you.
- If you make a mistake, use a new timesheet; do not use Whiteout.

Obtaining Timesheets

The standard method to submit an employee’s time worked to Public Partnerships is electronically, using e-Timesheets on the BetterOnline™ web portal or through your smartphone using the Time4Care™ smartphone application.

Submitting time worked through e-Timesheets or Time4Care™ allows the user to fill-out and submit timesheets online, view the status of payments, and search for timesheets previously entered and paid in the system. All of this can be done at the user’s convenience and without having to call Public Partnerships’ customer service to confirm that a timesheet was received.

If you are unable to complete timesheets electronically and will utilize paper timesheets, please contact our Customer Service Center. We will mail your participant/employer pre-populated timesheets.

Where to Send Timesheets

Fax to: 1.844.561.5983

Mail to: Public Partnerships, LLC
 New Jersey PPP Program
 PO Box 50040
 Phoenix, AZ 85076

Questions? We’re here to help. Call our Customer Service Center at 1-844-880-8702.